



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

LIBRARIAN I
LIBRARIAN II
LIBRARIAN III

Class No. 004025
Class No. 004024
Class No. 004023

■ CLASSIFICATION PURPOSE

To perform professional library work of a varied nature in the county branch libraries, including readers' guidance, reference services, materials selection, children's and young adult services, cataloging, acquisitions, information technology services, implementing community programs and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a professional Librarian series. Librarians are distinguished from the next lower class series, Library Technician, in that the incumbents in the latter do not require possession of college degree, do not develop reference or children's services or community programs and are not trained in certain specific library methods and techniques.

Librarian I:

This is the entry/journey level class in the Librarian series. Under direct supervision, this class is responsible for performing general reference services, children's services, young adult services, and/or technical services. Perform readers' guidance, selects materials, performs reference work, catalogs, and implements community programs for adult and/or children's services. In addition, may supervise and train paraprofessional staff.

Librarian II:

This is the first-line supervisory level in the class series. Under general supervision, this class is responsible for providing the more difficult technical, professional, and management services, and may assist with the responsibility for a major service area of a branch or library division. Employees in this class may oversee one large or several small branch libraries and may supervise Librarian Is.

Librarian III:

Under direction of a Principal Librarian, employees in this class provide supervision and training to the Librarian I, Librarian II, Library Technician III and Library Technician IV; may administer the operations of a group of community libraries or of a support division in the library system; may assist with capital improvement projects; participate in local community activities to generate public support for library and fundraising efforts; and act as a liaison to the Friends of the Library. Librarian IIIs are distinguished from the next higher class, Principal Librarian, in that the latter is responsible for a major operations division such as Program Services, Technical Services, or Access Services; and interpretation of county library policies.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Duties for the Librarian classes may consist of one or more of the following services:

Reference Services: Responsible for reference services and reader guidance at a branch or branches, including answering reference questions and instructing customers on the use of the Internet and other library resources. May assume responsibility for reference queries forwarded from branches in the associated region; selects and maintains a comprehensive collection of materials in print and non- print formats; develops and implements library programs for customers or library staff and performs related work.

Children's and Young Adult Services: Plans, organizes and publicizes children's and young adult programs; coordinates the selection and development of children's and young adult library materials for all branches; advises branch staff on children's and young adult programming, publicity, community and school contacts; staffs the children's desk; provides reference and reader guidance services; plans a system-wide children's and young adult services, collection development and staff training programs.

Cataloging and Acquisitions Services: Responsible for cataloging all print and audio-visual material; plans and executes collection development projects; assists in the coordination of selection, acquisition, discarding, and organization of print and non-print materials; working with the Adult Services Committee and with the public service reference librarians to develop and implement continuous training for library staff in collection development and related topics; may select materials for certain branches.

Training: Prepares and presents training programs on library and related topics to staff.

Access Services: Assists Principal Librarian in a variety of information technology projects and functions.

Outreach Services: Develops outreach programs for the County Library; plans, implements, and evaluates services to special groups; participates on library committees and at professional meetings, workshops, and conferences.

Librarian I

Essential Functions:

1. Provides reference services and reader guidance at a branch or branches, including answering reference questions and instructing customers on the use of the internet and other library services.
2. Selects and maintains a comprehensive collection of library materials in print and non-print formats.
3. Establishes and maintains interpersonal relationships with public organizations.
4. Provides courteous, high quality services to members of the public by personally responding to requests for service or appropriate referral.

Librarian II

Essential Functions:

All the functions listed above and

1. Monitors branch material budget.
2. Supervises, coordinates, and evaluates the work of Librarian Is.
3. May oversee a branch or sub-units.

Librarian III

Essential Functions:

All the functions listed above and

1. Supervises, coordinates, and evaluates the work of professional and paraprofessional staff.
2. Plans, develops, and administers library services for a region consisting of several branch libraries or small division.
3. Follows through on specified goals and objectives of grant projects.
4. Establishes and maintains an extensive involvement with non-library agencies in the community as well as state-level consultants.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all classes:

- Community needs and their relationship to public library programs and services.
- One of the following specialized areas of librarianship: children's and young adult services; reference services; technical services including acquisitions and cataloging; outreach services; and information technology.
- Basic principles and practices of librarianship including public library reference service, government information, library information technology, and branch management.
- On-line reference database searching.
- Rules of English grammar and spelling.
- Basic principles and practices of supervision and library material selection as practiced in public libraries.
- Professional ethics and obligations.
- Rules of English grammar and spelling.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Librarian III (in addition to the above):

- Principles of administration, organization, management, supervision, and automation.
- Principles and practice of the General Management System.

Skills and Abilities to:

The following apply to all classes:

- Read, understand, and interpret instructions, directives, policies, and procedures.
- Instruct and train technical and non-technical staff.
- Plan, develop and organize a project.
- Locate and evaluate sources of information on library materials and recommend purchases.
- Effectively communicate orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Librarian III (in addition to the above):

- Supervise, train, evaluate, and manage professional staff.
- Evaluate problems and make effective decisions.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Librarian I:

1. A master's degree in Library Science from a college or university accredited by the American Library Association; OR
2. A bachelor's degree from an accredited college or university supplemented by a minimum of 9 semester or 12 quarter units of graduate library science education accredited by the American Library Association AND one (1) year of paraprofessional library experience.

Librarian II:

1. A master's degree in Library Science from a college or university accredited by the American Library Association AND two (2) years of experience as a professional librarian; OR
2. A master's degree as described above AND one (1) year of experience as a Librarian I with the County of San Diego.

Librarian III:

1. A master's degree in Library Science from a college or university accredited by the American Library Association AND three (3) years of experience as a professional librarian; OR
2. A master's degree as described above AND one (1) year of experience as a Librarian II with the County of San Diego.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and other equipment. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of materials weighing up to 30 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

May be required to work weekends and/or evenings and at various locations during the course of the workday or workweek.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: August 22, 1962 (Librarian II and Librarian III)

New: December 8, 1964(Librarian I)

Revised: May 12, 2003

Reviewed: Spring 2004

Librarian I (Class No. 004025)
Librarian II (Class No. 004024)
Librarian III (Class No. 004023)

Union Code: PR	Variable Entry: Y
Union Code: PR	Variable Entry: Y
Union Code: PR	Variable Entry: Y